

**Minutes of
EXECUTIVE DIRECTOR SEARCH COMMITTEE
July 10, 2015, 10:30 a.m.
SC Commission on Higher Education Offices
Columbia, South Carolina**

Search Committee Members Present

Ms. Allison Dean Love, Chair
Mr. Tim Hofferth
Ms. Dianne Kuhl
Mr. Clark Parker (phone)
Ms. Terrye Seckinger (phone)

Search Committee Members Absent

None

Advisory Committee Members Present

Dr. Ronnie Booth (phone)
Mr. Chip Jackson
Dr. Sandra Jordan (phone)
Mr. Austin Smith (phone)

Advisory Committee Members Absent

Mr. Ted Pitts

CHE Staff Present

Dr. Argentini Anderson
Ms. Julie Carullo
Mr. Gary Glenn
Dr. Paula Gregg
Ms. Trena Houpp
Ms. Marian Jones
Dr. John Lane
Ms. Beth Rogers

Others Present

Ms. Kim Aydlette, State Human Resources
Mr. Will Jordan, Sowell Gray Stepp
& Laffitte, LLC
Mr. Kevin Paul, State Human Resources

1. Welcome and Introductions

2. Compliance with SC FOIA

The meeting was called to order at 10:30 a.m., after which it was affirmed that the meeting was in compliance with the Freedom of Information Act (FOIA). Commissioner Love thanked everyone for readjusting their schedules to allow for meeting's 30 minute postponed start time. She welcomed all and identified those participating by phone, after which all participants in the room introduced themselves.

Commissioner Love reported the position had been posted with NeoGov and online advertisements had been placed in *The Chronicle of Higher Education*, *Inside Higher Education*, and *Diverse Issues in Higher Education*. She stated the information about the position had also been shared with the State Higher Education Executive Officers (SHEEO) organization as well as with the Presidents of SC colleges and universities.

3. Consideration of June 25 Meeting Minutes

A **motion** was made (Booth), **seconded** (Hofferth) and **carried** to approve the minutes of the June 25 Executive Director Search Committee meeting.

4. Discussion of RFP for Purpose of Soliciting a Professional Search Firm

Mr. Glenn provided information about the RFP for solicitation of a professional search firm, should those services be needed. He stated that work to develop this RFP took place in conjunction with the state Materials Management Office (MMO). He briefly reviewed the draft RFP noting in particular sections pertaining to the scope of the solicitation, the scope of work and specifications, and the information for offerors to submit, as described on pages 3, 13, 14, & 15. Commissioner Love asked that Search/Advisory Committee members review the RFP, paying particular attention to those pages and get any comments or questions they might have to her by Monday morning, July 13. Mr. Glenn reported that MMO will assign the RFP to a procurement officer on Monday, July 13, and that it would then take approximately 50 days for a firm to be identified and engaged.

Additional discussion followed during which Commissioner Love stated she would prepare for Search/Advisory Committee members a document with standard responses to various questions that may be presented to them as they individually spread the word about the position opening within their various networks.

5. Office of Human Resources, Department of Administration

Ms. Aydlette provided an update from the Office of Human Resources. She stated that 30 applications had been received to date, four of whom she considered to be very strong candidates. Discussion followed during which ideas were shared about how the process of reviewing applications should be conducted. Also discussed by Dr. Booth and others was the importance of acknowledging receipt of and thanking applicants for their applications.

6. Discussion of Timeline and Calendar Considerations

Commissioner Love shared a copy of the latest draft of the committee's timeline. She asked that, pending the committee's finalization of evaluation criteria, Ms. Aydlette and Mr. Paul begin to distribute the applications of qualified candidates to the committee members for their review.

7. Discussion of Executive Director Search

A **motion** was made (Kuhl), **seconded** (Hofferth), and **carried** for the committee to go into Executive Session to consider personnel issues relative the CHE Executive Director search at 11:55 a.m.

A **motion** was made (Hofferth), **seconded** (Seckinger), and **carried** to come out of Executive Session.

8. Next Steps

The meeting returned to regular session at 1:35 p.m.

Commissioner Love reported the following:

1) Commissioner Kuhl volunteered to work on a communication to applicants thanking them for their applications; 2) two Commissioners (Hofferth and Seckinger) volunteered to serve as a subcommittee to look at all the applications received by the Office of Human Resources; and 3) the evaluation criteria to be used will mirror the minimum and additional requirements as listed in the position description and the candidates will be narrowed based on those qualifications.

Commissioner Love asked that Ms. Rogers be the collection point for the evaluations once completed.

9. Other Business

It was decided the next meeting of the Search Committee will take place on July 27, 2015 in the CHE main conference room beginning at 10:00 a.m.

10. Adjournment

A **motion** was made (Seckinger), **seconded** (Hofferth), and **carried** to adjourn the meeting at 1:45 p.m.

Respectfully submitted,

Beth B. Rogers
Recording Secretary